



A meeting of the Avon and Somerset Police and Crime Panel will be held on Tuesday 23rd June 2020 at 10.30am.

It is intended this meeting will be conducted in a manner that will comply with the relevant statutory regulations relating to the conduct of "face to face" meetings. In this respect, this Confirmation Hearing will be conducted in person between Panel Members, the proposed candidate and officers from the Host Authority. A facility will be put in place to allow members of the public and press to observe the meeting, details of which will be made available online prior to the commencement of the meeting.

If wish to attend the Confirmation Hearing to observe proceedings, please email Andrew Randell (ARandell@somerset.gov.uk to register your interest.

Meeting Etiquette

- Mute your microphone when you are not speaking
- Switch off the video unless it is needed for presentation purposes
- Only speak when invited to do so by the Chair
- Speak clearly and please state your name
- If you're referring to a specific page, please mention the page number

Agenda Published: 15th June 2020

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Membership:

Bath & North East Somerset
Bath & North East Somerset

Alastair Singleton
Andy Wait



Avon and Somerset Police and Crime Panel

Hosted by Somerset County Council Democratic Services



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South Gloucestershire Council
South Somerset District Council
Somerset West and Taunton Council

Asher Craig
Afzal Shah
Mark Weston
Richard Brown
Joseph Mullis
Andrew Sharman
Clare Torrible
Heather Shearer
TBC
Richard Westwood
Janet Keen
Josh Williams
TBC
Franklin Owusi-Antwi
Neil Bloomfield
Chris Booth



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Agenda

Public Information Sheet

Guidance about procedures at the meeting follows the agenda. This meeting will be open to the public and press, subject to the passing of any resolution under Section 100A (4) of the Local Government Act 1972. This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers

**** Public Guidance notes contained in agenda annexe ****

1 **Public Question Time**

Statements or questions should be e-mailed to JAJackson@somerset.gov.uk, or sent to the Democratic Services Team, County Hall Taunton TA1 4DY (marked for the attention of Patricia Jones). Statements must be received no later than 12.00 noon on **Monday 22nd June 2020**. Questions must be received no later than 5 clear working days before the meeting - **5pm on Tuesday 16th June 2020**.

2 **Declarations of Interest**

Declarations of Interest

Details of Members' interests in District, Town and Parish Councils can be viewed on the Council's website at

<https://democracy.somerset.gov.uk/ieListDocuments.aspx?CId=399&MId=1106&Ver=4>

and this will also be displayed in the meeting room (where relevant). The Statutory Register of Member's Interests can be inspected via request to the Democratic Service team.

3 **Confirmation Hearing - Interim Chief Finance Officer (Pages 7 - 20)**

4 **Panel Recommendation on Appointment of Interim Chief Finance Officer (Pages 21 - 28)**

5 **Date of Next Meeting**

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Avon & Somerset Police and Crime Panel

Public Information Sheet

Inspection of Papers/Register of Member Interests

You can find papers for all our meetings on our website at www.somerset.gov.uk

Please contact Patricia Jones, Senior Democratic Services Officer on telephone: 01275 885788 if you wish to inspect the papers or the Statutory Register of Member's Interests.

Public Question Time

Members of the public may make a written statement to most meetings, provided that:

- the statement is received by the Democratic Services Team no later than **12.00 noon on the working day before the meeting**; and
- the statement is about a matter the Panel has responsibility for.

Statements should be e-mailed to JAJackson@somerset.gov.uk or sent to Somerset County Council, Democratic Services Team, County Hall, Taunton, TA1 4DY.

Any statement submitted should be no longer than one side of A4 paper. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.

By participating in Public Question Time business, we will assume that you have consented to your name and the details of your submission being recorded in the papers circulated to the committee. This information will also be made available at the meeting to which it relates and placed in the official minute book as a public record.

We will try to remove personal information such as contact details. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Statements will not be posted on the council's website.

Process during the meeting:

- Public Question Time is normally one of the first items on the agenda. If a statement concerns a specific item on the agenda, it may be taken just before the item concerned.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- You may direct any questions or comments through the Chairman. You may not take direct part in the debate.
- Your time allocation may have to be strictly limited if there are a lot of submissions before the meeting.
- You do not have to speak or even attend the meeting at which your submission is being taken. However, if you do not present it, then it will not be read out. It will nevertheless be noted by Members.

Emergency Evacuation Procedure

In the event of a fire alarm sounding, you are requested to leave the building via the nearest available signposted emergency exit and make your way to one of the assembly points around the building. Officers and councillors will be on hand to assist.

Excluding the Press and Public

Occasionally, there will be items on the agenda that cannot be debated in public for legal reasons and these will be highlighted on the agenda as appropriate. In these circumstances, the public and press will be asked to leave the room and the Panel will go into Private Session.

Recording of Meetings

Somerset County Council supports the principles of openness and transparency. It allows filming, recording and taking photographs at its meetings that are open to the public providing it is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings and a designated area will be provided for anyone who wishing to film part or all of the proceedings. No filming or recording will take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to the clerk so that the Chairman can inform those present at the start of the meeting.

We would ask that, as far as possible, members of the public are not filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

INTERIM CFO AVON AND SOMERSET

REPORT OF THE INTERVIEW PANEL 29th May 2020

Statement of why the interview panel agreed the candidate best met the required criteria

The interview Panel selected Paul Butler as their chosen candidate for the Interim CFO role in Avon & Somerset based on their performance in the interview and presentation process.

The interview panel agreed:

- The candidate has significant experience at a senior officer level as a finance professional in a range of organisations including public sector, with an ability to implement robust and proportionate accountability frameworks
- The candidate has good experience at the equivalent level to a s151 officer as CFO, Director of Finance
- The candidate demonstrated the greatest depth of knowledge in a strategic approach to tackling the complex issues involved in medium term financial forecasting , setting revenue and capital budgets
- The candidate showed good understanding of the financial governance requirements of the role and a strong track record of overseeing robust financial control
- The Candidate demonstrated experience of providing clear, authoritative and impartial financial advice to senior leaders
- The candidate has a robust understanding of the financial risks and issues and opportunities currently facing policing
- The candidate has good knowledge of and ability to advise on robust frameworks for internal financial control within a complex organisation including arrangements for systems of financial control.
- The candidate has excellent experience of public sector finance, treasury management and funding and reserves
- The candidate demonstrated good and clear communication skills
- The candidate has financially managed complex investments
- The candidate meets all the hygiene factors including residence, driving, degree level education and flexible working set out in the person specification
- The candidate satisfied the panel that he understands and embodies the Nolan Principles

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AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER

Job Description

LOCATION:	Police & Crime Commissioners Office
JOB TITLE:	(Interim) Chief Financial Officer to the Police and Crime Commissioner (“PCC”)
REPORTS TO:	The PCC’s Chief Executive and the PCC directly as required to fulfil statutory duties
SALARY:	£64,000.00 for 4 day part time working
TERM:	Part-time 4 days, 18 month fixed term contract
SUPERVISORY RESPONSIBILITY:	1 FTE

MAIN PURPOSE FOR THE ROLE:

To undertake the statutory role of the chief financial officer to the PCC for the purpose of section 151 of the Local Government Act 1972, sections 112 & 114 of the Local Government Finance Act 1988 and Accounts and Audit Regulations.

As a member of the PCC’s senior leadership team (“SLT”), to contribute directly to the leadership of the Office of the PCC (“OPCC”) and to the effective delivery of the PCC’s vision strategies and plans ensuring value for money for taxpayers.

To work effectively with PCC, PCC’s Chief Executive and other senior leadership in the OPCC.

To develop, implement, manage and maintain corporate financial and treasury strategies, budgets and governance arrangements in consultation with the Constabulary’s CFO. To work closely but independently of the Constabulary CFO to ensure sound financial governance for the PCC and Constabulary in accordance with CIPFA guidance and best practice. (Note: the Constabulary budget, the financial systems and the leadership of the wider finance team are delegated to the Constabulary CFO).

To maintain and build upon Avon & Somerset’s excellent financial standing and reputation and to advise PCC and the PCC’s CEO on all relevant aspects of finance including council tax, budgets, savings, investments, capital finance, treasury management, project finance, financial risk, financial compliance and medium term financial planning.

To advise the PCC on the financial risks, budgetary approval and control, outcomes and funding opportunities of major projects including estates construction, property disposals, national police programmes and major ICT projects.

To oversee the proper stewardship of budgets delegated to the Constabulary.

To play a full role in preparation for any inspections or audits affecting the PCC. The above is intended as an outline of the principal responsibilities of this post. The post holder is required to exemplify personal and professional flexibility in responding to the changing circumstances and needs of the PCC, local or National determined change or central policy directives.

This role profile will therefore be subject to regular review and amendment in discussion between the post holder, and the PCC and the Chief Executive of the OPCC.

MAIN RESPONSIBILITIES:

The CFO is the PCC's professional adviser on financial matters, and has certain statutory obligations which cannot be delegated. These relate to: ensuring that proper financial arrangements, systems and controls are in place; reporting any potentially unlawful decisions by the PCC regarding use of public funds; and to producing an annual Statement of Accounts.

Key aspects of the role include:

Financial Advice to the PCC

- Attending meetings of the OPCC and Constabulary as appropriate to ensure financial considerations and value for money are properly considered and briefing the PCC accordingly.
- Briefing the PCC on any emerging and material financial issues.
- Advising the PCC on the financial implications of: their plan and policies; proposed business cases; investment plans; national programmes; regional collaboration, other Constabulary or OPCC initiatives.
- Advising the PCC of the financial implications of matters brought before them by the Chief Constable or by the Chiefs team.

Financial Propriety - in consultation with the Constabulary CFO

- Keeping under review the operation and effectiveness of the Financial Regulations and Standing Orders.
- Oversee and implement appropriate treasury management strategies and advise and report on key prudential indicators
- Advise on levels of reserves against commitments and risks.
- Bringing to the notice of the PCC any cases of financial impropriety disclosed by audit or otherwise brought to the attention of the CFO.
- Supporting the work of the Independent Joint Audit Committee.
- Implement recommendation from agreed audit reports.
- Oversee and facilitate the external auditors programme of work.

Efficiency and Effectiveness - in consultation with the Constabulary CFO

- Attending at board and planning meetings and providing financial scrutiny and advice.
- Ensure investment business cases are prepared and are financially robust.

- Ensure clear and concise financial management information enables value for money decision making and enables clear financial assessment of any options presented.
- Advising on and scrutinise the financial matters related to capital programmes and ensure that suitable and costed provision of capital funding is available. Ensure value for money outcomes from capital projects.
- Ensuring financial systems and controls are effective, manage identified risks and support efficient working.

Financial Information - in consultation with the Constabulary CFO

- Ensuring that adequate, timely and relevant financial information is made available to the PCC and PCC's Chief Executive.
- Advising the PCC on the appropriate level of financial information required to exercise their statutory duties and powers.
- Ensure financial data quality is of the highest standard and all relevant data related rules are followed

Preparation of Accounts - in consultation with the Constabulary CFO

- Ensuring that suitable accounting systems are in operation.
- Advising on the Accounting Standards and Codes of Practice to be adopted by the PCC.
- Consulting the audit contractor as necessary on the form and content of the Annual Statement of Accounts and resolving any matters which the contractor raises on the accounts.
- Liaising with the external auditors to ensure compliance with Accounting Standards and statutory requirements.
- Prepare a foreword to the annual accounts, ensure a complaint and helpful annual governance statement is prepared and approve the financial accounts for publication.

Safeguarding of Assets - in consultation with the Constabulary CFO

- Ensuring the PCC has suitable financial and asset risk management and insurance programmes.
- Overseeing the insurance procured by the Constabulary.

Precepting (Council Tax) - in consultation with the Constabulary CFO

- Interpreting the various Grant Orders to ensure that the implications of the annual grant settlements are correctly understood.
- Advising the PCC on the relationship between the planned budget and the government's expenditure limitations (including any "capping")
- Preparing the annual budget recommendations for approval by the PCC to ensure that the precept complies with statutory requirements.
- Obtaining from the billing authorities the required information to calculate the PCC's expected council tax precept income including the tax base, any surplus or deficits.
- Present and support the PCC in presenting precept and budget proposals to the Police & Crime Panel as required.

- Agreeing schedule of payment dates with the billing authorities and the Constabulary finance team and the treasury team.

Budgetary Matters - in consultation with the Constabulary CFO

- Prepare jointly with the Chief Constable and their CFO an annual and medium financial plan and budget for the approval of the PCC.
- Manage the OPCC office and commissioning budgets.

National Contribution

- Attending and contributing to national meetings as required.

Person Specification

The Avon & Somerset Police & Crime Commissioner is looking for a person who can evidence that they have the following qualities:

1	CIPFA (or equivalent) qualified accountant with full professional membership	Essential
2	Evidence of a commitment to continued professional development.	Essential
3	Degree level or equivalent in an area related to public sector.	Essential
4	Significant experience at a senior officer level as a finance professional in a public sector organisation, with an ability to implement robust and proportionate accountability frameworks for the use of funding and assets, securing value for money and safeguarding public funds.	Essential
5	Experience of undertaking the role of section 151.	Essential
6	Extensive knowledge and experience of developing financial strategy, policy and frameworks for financial governance and contributing to corporate strategy and corporate governance.	Essential
7	Ability to act with integrity in line with values, standards and codes of corporate governance.	Essential
8	Ability to identify, assess and manage financial risk effectively.	Essential
9	Experience of providing clear, authoritative and impartial financial advice based on objective financial analysis and interpretation of complex situations.	Essential
10	Extensive experience of developing and setting revenue and capital budgets, balance sheet management and ensuring the production of compliant statement of accounts.	Essential
11	Experience of assessing and advising on the value for money impact of key decisions.	Essential
12	Ability to provide independent financial advice, scrutiny,	Essential

	challenge and assurance in respect of corporate/business decisions and their implications for resources and risk.	
13	Experience of public sector finance, treasury management and funding and reserves	Essential
14	Knowledge of and ability to advise on robust frameworks for internal financial control within a complex organisation including arrangements for systems of financial control.	Essential

You will comply with the Staff Code of Conduct as varied from time to time, it is expected that the OPCC as a public authority supports the Nolan Principles of Standards in Public Life. As such, the seven principles of conduct underpin the work of the OPCC and are used as the basis for working practices.

The Nolan principles are:

Selflessness: Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example.

Political restriction

Please note this is a “politically restricted post” in accordance with Local Government & Housing Act 1989.

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Avon & Somerset Police & Crime Commissioner

Interim Chief Finance Officer

Terms of Appointment

Appointment

The appointment will be subject to satisfactory references and medical clearance.
The appointment will also be subject to security vetting clearance.
The appointment is subject to a confirmation hearing with the Police & Crime Panel.

Term

The role is based on working 4 days per week for an 18 month fixed term contract.

Base salary

The pro rata salary will be £64,000.00 per annum for 4 day per week working.

The Post

The post holder will be required to travel regularly across the Avon and Somerset region. The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post.

The post holder must recognise the importance of managing information according to legal requirements and quality standards.

It is expected that the post holder support the Principles of Standards in Public Life. As such, the seven principles of conduct underpin the work of the PCC and are used as the basis for working practices.

Place of Work

The workplace will be the Office of the Police & Crime Commissioner, Valley Road, Portishead, Bristol or at such other place of employment in the service of Avon & Somerset Police & Crime Commissioner.

Reporting Lines

The post holder will report to the Police & Crime Commissioner and the Interim CEO.

Hours of work

Part-time, 4 days per week. Due to the nature of the role, the applicant will be required to be flexible in terms of the total number of hours worked each week and their availability. There may be a requirement for occasional evening and weekend working to fulfil the requirements of the role

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Interim Section 151 Officer Officer

for an 18 month fixed term contract

Salary FTE £75,425.00 (pro-rata)

The salary will be pro rata for the agreed part-time hours

Secondments will be accepted with the written support of the employer.

Are you an experienced Section 151 Officer with a strong sense of civic duty?

Are you passionate about the importance of accountability, fairness and equality in policing and criminal justice services?

As a member of the senior leadership team you will contribute directly to the effective delivery of the PCC's vision strategies and plans ensuring value for money for taxpayers. Come and join us and contribute directly to the leadership team by delivering the vision strategies and plans ensuring value

The opportunity has arisen for an Section 151 Officer within Avon and Somerset's Office of the Police and Crime Commissioner (OPCC) based at the Portishead site.

The OPCC, and its elected commissioner, sets the strategy for policing in the area, oversees governance of the police service, commissions victim support services and co-ordinates innovative change projects across criminal justice partner agencies.

This exciting and varied role will involve:

To work effectively with PCC, PCC's Chief Executive and other senior leadership in the OPCC.

To develop, implement, manage and maintain corporate financial and treasury strategies, budgets and governance arrangements in consultation with the Constabulary's CFO. To work closely but independently of the Constabulary CFO to ensure sound financial governance for the PCC and Constabulary in accordance with CIPFA guidance and best practice. (Note: the Constabulary budget, the financial systems and the leadership of the wider finance team are delegated to the Constabulary CFO).

To maintain and build upon Avon & Somerset's excellent financial standing and reputation and to advise PCC and the PCC's CEO on all relevant aspects of finance including council tax, budgets, savings, investments, capital finance, treasury, project finance, financial risk, financial compliance and medium term financial planning. To advise the PCC on the financial risks, budgetary approval and control, outcomes and funding opportunities of major projects including estates construction, property disposals, national police programmes and major ICT projects.

To oversee the proper stewardship of budgets delegated to the Constabulary.
To play a full role in preparation for any inspections or audits affecting the PCC.

You will be a dynamic, confident, leader who is not afraid to challenge and takes an analytical and problem solving approach to complex issues.

You will be used to a demanding workload, and have a successful track record of managing multiple work streams, people, resources and a busy schedule - which may require working flexible hours (including some evenings).

You will be adept at managing and maintaining essential relationships with key stakeholders at high levels across all public sector agencies and local, as well as central, government.

You will have strong influencing and advocacy skills and an abundance of experience in corporate governance strategy and legislation in the setting of a large and complex organisation.

You must be a person with the highest levels of integrity and the ability to make objective decisions in the public interest.

If this sounds like you, and you relish a challenge, then we'd like to hear from you.

For details of how to apply for this post please visit our website TBC

You can also e-mail nick.foxwell@hays.com or call 0117 3746250/ 077688817274 to request an application pack.

The closing date for applications is 7th of May 2020.

8th April 2020

Dear Applicant

APPOINTMENT OF CHIEF FINANCE AND STATUTORY SECTION 151 OFFICER

Thank you for your interest in the role of Chief Finance and Statutory Section 151 Officer for the Office of the Police and Crime Commissioner for Avon and Somerset. I am looking to appoint an experienced Chief Finance and Statutory Section 151 Officer for 18 months to ensure that the Office of the Police and Crime Commissioner is effective in carrying out its duties and to be instrumental in the delivery of my Police and Crime Plan.

This opportunity has arisen following the postponement of the 2020 Police and Crime Commissioner elections which were due to be held in May and my decision to agree to extend my term to cover this further year in office. My current Chief Finance Officer stepped up to cover the Chief Executive Officer role on an Interim basis when the previous role holder resigned at the start of the year and will continue in the Interim Chief Executive Officer role for the next 18 months during this extension of office. This has created a vacancy within my Senior Leadership Team for a Chief Finance Officer.

The Chief Finance and Statutory Section 151 Officer is a senior role and will work closely with me and my Chief Executive Officer to manage complex budgets, oversee treasury functions, plan capital expenditure, as well as oversee audit and annual accounts. The successful applicant will also work closely with the Constabulary to scrutinise their management of funds delegated to them.

I am seeking someone who has experience of consistent achievement at senior management level, ideally within a public sector organisation. You will be a strategic leader with proven experience of building effective relationships with partners and stakeholders. You will be a strong communicator, a financial planner and problem solver with strong relevant experience.

If you feel that you meet the essential criteria for the role and can support me in delivering my vision to keep Avon and Somerset safe and I would very much like to hear from you.

Please allow me to draw your attention to the appointment timetable and your availability for the key dates and a start date as soon as possible.

I hope you find this information pack helpful in understanding the nature of the role we are looking to fill.

Thank you for your interest and I look forward to receiving your application.

Kind regards



Sue Mountstevens
Police and Crime Commissioner
for Avon and Somerset

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Proposed Appointment of Police & Crime Commissioner's Interim Chief Finance Officer

Summary

The purpose of this report is to enable members of the Police and Crime Panel (PCP) to consider the Police and Crime Commissioner's (PCCs) proposed appointment of a Chief Finance Officer (CFO) and to report back to the Commissioner.

The report provides an overview of the appointment process that was undertaken in April and May 2020 by the Commissioner to select a preferred candidate.

Background

The previous CFO, Mark Simmonds, is currently the interim CEO and Nick Adams, the Constabulary's Chief Officer - Finance, Resources and Innovation, has been covering the role of Interim Section 151 Officer for the Police & Crime Commissioner.

Schedule 1, paragraph 6, of the Police Reform and Social Responsibility Act 2011 (PR&SRA) states that "the Police & Crime Commissioner (PCC) must comply with paragraphs 9 to 12 in appointing the commissioner's chief finance officer.

The appointment term will be part-time on an 18 month fixed term contract. PCC elections will be held in May 2021 and the fixed term appointment is required to provide continuity of advice to the PCC and undertake the statutory role of the chief financial officer to the PCC for the purpose of section 151 of the Local Government Act 1972, sections 112 & 114 of the Local Government Finance Act 1988 and Accounts and Audit Regulations. The interim post will allow the elected PCC in May 2021 to appoint their own substantive Chief Officers.

The PCC worked with HR advisers and the interim CEO to devise a recruitment process for the interim CFO post. The vacancy was advertised via Hays Recruitment specialists.

The Appointment process

The post was promoted via a range of Hays recruitment sites including LinkedIn, database searches and candidates relationships.

Candidates were required to submit CV's and covering letters.

Role Profile

The role profile defines what experience activities, skills and behavioural qualities or competencies are required to meet the demands of the role and for effective performance. The role profile reflects the PCC's priorities and local requirements.

The seven Principles of Standards in Public life were included in the role profile.

The role profile is attached.

Appointment Panel

The Appointment Panel was convened by the PCC before any stage of the selection process took place. The panel members were as detailed:

- Mark Simmonds, OPCC Chief Finance Officer and Chair of the panel;
- Nick Adams, Avon and Somerset Constabulary Chief Officer - Finance, Resources and Innovation
- Jude Ferguson, Chair of the Joint Audit Committee and Independent Member

The Appointment Panel were asked to declare prior knowledge of any of the candidates.

Independent Member

Public appointments must be made on **merit, fairness and openness** in addition to the eligibility and legal requirements of the posts. An independent member was appointed by the PCC to ensure the selection and appointment process was conducted fairly. The independent member was asked to produce an endorsement of the appointment process. The statement is attached.

Applicants

The campaign attracted eight candidates seven male and one female.

Shortlisting

The applicants were assessed against an agreed appointment criteria and scored against a rating scale. The Avon and Somerset OPCC have a policy to interview all applicants declaring a disability who meet the minimum essential criteria and consider them on their abilities (in compliance with the Equality Act 2010).

The panel undertook a paper-sift of all candidates and a short list was agreed.

Selection

Each element of the selection process was related to evaluating the role profile and core competencies. The Bramshill rating scale was used to score the selection process. This is a 1-7 (+3 to -3) rating scale developed by the Police College to assess candidates for the Senior Police Staff Assessment Process for Strategic Command where a score of zero represents, " a sound and acceptable performance. Candidates are required to score 4 (0) or above in all areas to progress at selection stage.

There were three elements to the selection day:

1. Presentation. The brief was issued to the candidates in advance with the invitation to interview. The candidates were asked to give a 10 minute presentation to the Appointment Panel.
2. Interview. A 45-minute interview where candidates were asked questions related to the essential experience and competencies identified for the role and their responses were evaluated against the relevant core competencies.

Proposed Candidate

The Appointment Panel unanimously supported the Chair in his recommendation to the Police & Crime Commissioner that Paul Butler was appointable following the appointment process.

Confirmation Hearing

The Police Reform and Social Responsibility Act 2011 requires Police & Crime Panels to scrutinise senior appointments proposed by the PCC. Schedule 1 paragraph 9 defines senior appointments as the PCCs Chief Executive & Monitoring Officer, Chief Finance Officer and the Deputy PCC (if appointed). These are referred to as Schedule 1 appointments.

Under the Act, the PCC must notify the Police & Crime Panel of their preferred candidate for appointment as Interim Chief Finance Officer. The Police & Crime Panel must hold a confirmation hearing and provide a report to the PCC regarding the proposed appointment.

Schedule 8 of the Act states that the PCC must provide the following information:

- a) The name of the person whom the PCC is proposing to appoint;
- b) The criteria used to assess the suitability of the candidate and how the candidate satisfies these criteria; and
- c) The terms and conditions under which the candidate is to be appointed.

This information is set out in this report, to assist the PCP in considering the proposed appointment. In addition this report sets out additional information to assist the PCP:

1. A summary of the appointment, application and selection process;
2. Role profile.



Sue Mountstevens
Police and Crime Commissioner for Avon and Somerset

Attached:

Interim CFO advert

Interim CEO role profile

Independent Member statement

1 June 2020

Cllr Richard Brown
Chair – Police & Crime Panel
By email: R.Brown@somersetwestandtaunton.gov.uk

Dear Richard

Proposed appointment of Interim Chief Finance Officer

In accordance with Schedule 1 of the Police Reform and Social Responsibility Act 2011, I write to inform you that I propose to appoint Paul Butler as Interim Chief Finance Officer for the Office of the Police & Crime Commissioner for Avon and Somerset.

Please find enclosed a report to enable members of the Police and Crime Panel to consider my proposed appointment. The report provides an overview of the appointment process conducted in April and May to select a preferred candidate.

I look forward to receiving the Panel's report on this proposed appointment.

Best regards



Sue Mountstevens

Sue Mountstevens
Police and Crime Commissioner
for Avon and Somerset

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**Interim Chief Finance Executive
Appointment Process**

Independent Member Statement

Jude Ferguson

Independent Chair of the Avon & Somerset Joint Audit Committee

1 June 2020

I have reviewed the report to the Police and Crime Panel, by the Police and Crime Commissioner (PCC) Sue Mountstevens, on the proposed appointment of the OPCC Interim Chief Finance Officer.

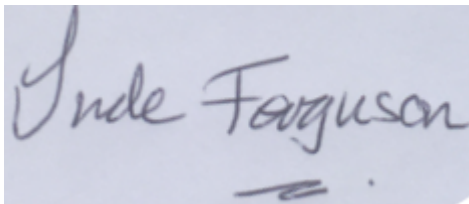
The report is a true account of the various stages of the appointment process.

My role as independent member of the Appointment Panel was to provide an assessment of the extent to which the appointment process has been conducted fairly, openly and based on merit.

I can confirm that:

- the process met the principles of merit, fairness and openness; and
- the Appointment Panel were able to fulfil their purpose, to challenge and test the candidate against the stated criteria.

The Appointment Panel unanimously supported Mark Simmonds (Interim CEO) in his recommendation to the Police and Crime Commissioner (PCC) that Paul Butler should be appointed.

A rectangular box containing a handwritten signature in dark ink. The signature is written in a cursive style and reads "Jude Ferguson". There is a small mark below the signature.

Jude Ferguson

**Independent Chair of the Avon & Somerset Joint Audit Committee
Independent Member**

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